

**BY ORDER OF THE SECRETARY OF THE  
AIR FORCE**



**AIR FORCE INSTRUCTION 32-7005**

**25 FEBRUARY 1994**

**KIRTLAND AIR FORCE BASE**

**Supplement 1**

**15 MARCH 2000**

**Civil Engineering**

**ENVIRONMENTAL PROTECTION  
COMMITTEES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes AFR 19-8, 19 August 1988.

AFI32-7005/KAFBSUP1,

15 July 1995

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Pages: 7

Distribution: F

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This instruction implements AFR 32-70, *Environmental Quality*, by establishing Environmental Protection Committees (EPC) to ensure a systematic, interdisciplinary approach to achieve and maintain environmental quality in the Air Force.

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**(KAFB)** This supplement applies to all Kirtland Air Force Base (KAFB) organizations including associate organizations.

**AFI 32-7005, 25 February 1994, is supplemented as follows:**

***SUMMARY OF REVISIONS***

This is the initial publication of AFI 32-7005, substantially revising AFR 19-8. It aligns with AFR 32-70.

***Section A—How To Use This Instruction***

**1. Background.** As the senior Air Force environmental steering group, the EPC reviews policies and programs, monitors progress, and advises leadership. EPCs oversee compliance with AFR 32-70 and its implementing instructions.

**2. Concept:**

2.1. This instruction is intended to provide major commands (MAJCOM) and installations with a framework to oversee the Air Force environmental program according to AFR 32-70.

2.2. MAJCOMs provide additional implementing guidance in supplemental publications to this instruction. The MAJCOM supplement must identify responsible offices and include implementing guidance to comply with this instruction.

**3. Responsibilities and Air Force EPC Membership.** Each of the following offices identifies, in writing, a primary member (a general officer or a civilian of similar status, if available), and an alternate member to the HQ USAF EPC. EPC members ensure that their areas of responsibility are considered in the interdisciplinary approach required to ensure proper consideration of environmental quality. The chairs may ask other experts to join the EPC, as needed.

3.1. Headquarters United States Air Force (HQ USAF):

- The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations, and Environment (SAF/MI) representative and the Assistant Vice Chief of Staff (HQ USAF/CVA) Co-Chair the EPC.
- The Assistant Secretary for Acquisition (SAF/AQ).
- The Assistant Secretary for Budget (SAF/FM).
- The General Counsel (SAF/GC).
- The Inspector General (SAF/IG).
- Office of Legislative Liaison (SAF/LL).
- Office of Public Affairs (SAF/PA).
- The Civil Engineer (HQ USAF/CE) is the EPC Executive Secretary.
- Deputy Chief of Staff (DCS) Logistics (HQ USAF/LG).
- Director, Programs and Evaluation (HQ USAF/PE).
- DCS Plans and Operations (HQ USAF/XO).
- Chief of Safety (HQ USAF/SE).
- The Judge Advocate General (HQ USAF/JA).
- DCS Personnel (HQ USAF/DP).
- Services (HQ USAF/MW).
- DCS Command, Control, Communications and Computers (HQ USAF/SC).
- The Surgeon General (HQ USAF/SG).
- Chief of Air Force Reserve (HQ USAF/RE).
- Director, Air National Guard (NGB/CF).
- Director, Air Force Base Conversion Agency (AFBCA/DR).

3.2. MAJCOM Responsibilities. All references to MAJCOMs in this instruction include the Air National Guard Readiness Center and other agencies designated as "MAJCOM equivalent" by HQ USAF. The MAJCOM EPC membership will mirror those of HQ USAF. The vice commander is the chairperson, or will designate a general officer to serve as the EPC chairperson. Each staff office designates, in writing, a primary and an alternate member with decisionmaking authority to serve on the EPC. The EPC chairperson designates other members to serve on the EPC as required. MAJCOMs will ensure EPCs are established at installations.

3.3. Installation Responsibilities. Air Force installations must comply with the EPC requirements outlined in [Section B](#). In addition, the installation EPC membership and responsibilities will mirror that of the MAJCOM EPC. The EPC must include representatives from tenant organizations, including the Defense Reutilization and Marketing Office and the Army and Air Force Exchange Service. For closure bases, the operating location site manager of the Air Force Base Conversion Agency (AFBCA) is a member. Contractors operating government facilities may not serve as members.

**3.3.1. (Added-KAFB)** The Vice-Commander, 377th Air Base Wing (377 ABW/CV), will chair the quarterly Environmental Protection Committee (EPC). The Director, Environmental Management Division (377 ABW/EM) chairs the meeting in the absence of the vice-commander. The EM director will serve as recorder; a designated EM staff member will prepare agendas and meeting minutes within 30 days of EPC meeting and will forward the minutes to the AAC EPC and the Air Force Dallas Regional Compliance office. EM will keep EPC minutes and related documents for at least ten years.

**3.3.2. (Added-KAFB)** Executive Committee. Commanders, staff agency chiefs, or their principal deputies of the following organizations will serve as primary members of the Executive Committee:

- Vice Commander, 377th Air Base Wing (Chairperson) (377 ABW/CV)
- Vice Commander, Air Force Operational Test and Evaluation Center (AFOTEC/CV)
- Commander, Air Force Security Police Agency (AFSPA/CC)
- General Counsel, National Assessment Group (NAG/GC)
- Director, FC/Defense Threat Reduction Agency (FCRE)
- Air Force Research Laboratory (AFRL/DE) (AFRL/VS)
- Commander, New Mexico Air National Guard (150 FW/CC)
- Commander, 58th Special Operations Wing (58 SOW/CC)
- Commander, 377th Support Group (377 SPTG/CC)
- Commander, 377th Logistics Group (377 LG/CC)
- Commander, 377th Medical Group (377 MDG/SG)
- Department of Energy, Kirtland Area Office (DOE/KAO)
- Sandia District Ranger, United States Forest Service (USFS)
- Commander, 377th Civil Engineer Group (377 CEG/CC)

**3.3.3. (Added-KAFB)** Associate Advisors. The following associate organizations, at their request, serve in an advisory status:

- Commander, Air Force Safety Center (AFSC/CC)
- Commander, Air Force Inspection Agency (AFIA/CC)
- Nuclear Weapons Integration Division (SA-ALC/NWI)
- Manager, Kirtland Main Exchange, Army Air Force Exchange Service (AAFES)
- Manager, Defense Reutilization and Marketing Office (DRMO)

**3.3.4. (Added-KAFB)** Executive Advisors. Designated representatives of the following organizations will serve as executive advisors to the EPC:

- 377th Test, Measurement and Diagnostic Equipment Division (TMDE)

- 377th Transportation Squadron (377 TRNS)
- 377th Supply Division (377 LGS)
- 377th Mission Support Squadron (377 MSS)
- 377th Security Forces Squadron (377 SFS)
- 377th Civil Engineer Squadron (377 CES)
- 877th Civil Engineer Squadron (877 CES)
- 377th Communications Squadron (377 CS)
- 377th Services Squadron (377 SVS)
- 898th Munitions Squadron (898 MUNS)
- 377th Dental Squadron (377 DS/SGD)
- 377th Aerospace Medicine Squadron (377 AMDS/SGP)
- 377th Medical Operations Squadron (377 MGD/SGPE)
- 377th Medical Support Squadron (377 MDSS/SGS)
- 58th Special Operations Wing, Environmental Services (58 SOW/ES)
- 150th Fighter Group, Environmental Management (150 FG/EM)
- Air Force Research Laboratory, Safety and Environmental Quality (AFRL/SE)
- Sandia National Laboratories, Organization 7932 (SNL Org 7932)
- Detachment 706, Defense Commissary Agency (DeCA) SMC/TE
- AAC, Air Armanent Center (AAC/WN)
- Det 2, 452 Flight Test Squadron (FLTS/CC) (AFMC)

**3.3.5. (Added-KAFB) Special Staff Advisors.** The following 377 ABW Special Staff offices will serve as advisors to the EPC:

- Environmental Management (EM)
- Judge Advocate (JA)
- Public Affairs (PA)
- Safety (SE)
- Airfield Operations/Management (OTM)
- Comptroller Squadron (CPTS)
- Plans and Programs (XP)
- Manpower (MO)

**3.3.6. (Added-KAFB) Associate Organization Responsibilities.** All associate organizations will conduct their actions on KAFB in compliance with federal, state, and local laws and or regulations, Air Force Instructions, planning documents, permits or licenses, and host-tenant or inter-service support agreements. Associate organizations have the primary responsibility to inform the EPC of all actions that will create adverse environmental effects or are potentially controversial.

## ***Section B—Requirements and Records***

### **4. Requirements:**

#### **4.1. EPCs:**

- Ensure a systematic, interdisciplinary approach to environmental quality and integrate this approach into planning and decision-making.
- Act as the primary executive steering group for all environmental cleanup, compliance, conservation and pollution prevention.

#### **4.2. HQ USAF EPC:**

- Meets at least semi-annually or at the direction of the chairperson.
- Reviews adequacy of policies, resources and performance in meeting environmental goals and makes recommendations on changes required.
- Reviews environmental legislation and regulations and approves implementing policies.

#### **4.3. MAJCOM and Installation EPCs:**

- Meet at least quarterly or at the direction of the chairperson.
- Review and approve environmental impact analysis on proposed actions and forwards to the decision-maker.
- Review environmental policy, resources, and performance and make recommendations on changes required.
- Ensure appropriate training and manpower exist to meet environmental responsibilities.

**4.3.1. (Added-KAFB) Second Bullet.** To properly review proposed actions, the Technical Advisory Subcommittee (TAS) will review, approve, and forward to the environmental planning function certifier all projects and actions submitted on AF Form 813, Request for Environmental Impact Analysis. All resources necessary will be used to ensure proper review. The TAS membership is composed of representatives from:

- Director, 377 ABW/EM (Chairperson)
- Environmental Compliance (377 ABW/EM)
- Environmental Restoration (377 ABW/EM)
- Environmental Quality (377 ABW/EM)
- ABW/XP
- ABW/JA
- ABW/PA
- ABW/SE
- Bioenvironmental Engineering (377 MEDGP/SGPB)
- CEG/CECA
- DOE/KAO
- AFRL/SE
- FG/EM

**4.3.2. (Added-KAFB)** Third Bullet. To execute environmental policy, conserve resources, and assure proper performance, the following working groups are established. The EM director will determine each group's membership, which may be selected from any agency or office whose expertise is required for the proper functioning of these groups.

- Resources (Chairperson: 377 ABW/EM)
- Hazardous Materials Integrated Process Team (Chairperson: Pollution Prevention (377 ABW/EM)
- Combined Waste Management (Chairperson: 377 ABW/EM)
- Qualified Recycling Program (Chairperson: 377 ABW/EM)
- Munitions Management (Chairperson: 377 ABW/EM)

**4.4. (Added-KAFB)** Restoration Advisory Board (RAB). The United States Environmental Protection Agency (EPA), via the Resource Conservation and Recovery Act (RCRA) Part B Permit, requires that KAFB establish a committee to effectively disseminate information about and provide for citizen input to the base's environmental decision-making processes. To comply with this requirement, the Bernalillo County/KAFB Environmental Working Group (EWG) was chartered in 1991. In 1994, under EPA and DoD joint guidance, the EWG was redesignated as the Restoration Advisory Board (RAB). Any interested organization or citizens' group may become a RAB member by filing a request and signing the charter. The chairperson's duties are rotated between members; membership is composed of representatives from:

- ABW/EM
- US EPA Region 6
- New Mexico Environment Department (NMED)
- Bernalillo County Environmental Health Department
- Southwest Organizing Project (SWOP)
- The East Manzano Alliance (TEMA)

**5. Preparing Minutes.** Within 30 days, the meeting secretary prepares minutes of EPC meetings. The minutes state the substance of all discussions and decisions.

5.1. Any open enforcement actions, unfulfilled compliance agreements, administrative orders, and similar enforcement actions must be part of the minutes. Identify these open items until they are closed.

5.2. Offices of primary responsibility must comment on all actions taken to resolve problems since the last meeting. The minutes summarize these comments.

5.3. Attachments to minutes will include letters from environmental regulatory agencies such as inspection reports; summaries of environmental standards exceeded; and current compliance schedules which indicate the base's or MAJCOM's progress in meeting schedules.

5.4. The executive secretary of the base EPC sends a copy of the minutes to the higher headquarters EPC, the appropriate Air Force Regional Compliance Office, all staff and other interested parties.

5.5. The executive secretary keeps EPC minutes and related documents for at least 10 years, per AFI 37-138, *Records Disposition--Responsibilities and Procedures* (formerly AFR 12-50, volume 1).

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